

# ENVIRONMENTAL DIVISION

## Consultants Guide to the Consultant Assistance Process

### Time Sheets for Consultant Assistance Work Order Letters

#### ➤ In House Consultants

- Enter time worked for one week into the consultant assistance excel template provided
- Submit excel template, a PDF of timesheet for their signature, and any direct cost receipts to the TDOT Project Manager for review and approval in a single email

#### ➤ The email subject line must be formatted as follows:

Consultant Assistance, Consultant Firm, Timesheet, Name, Week Ending Date

(Example: CA, Baxter, Inc., Timesheet, Mary, 1-27-17)

#### ➤ Attachments must be named as follows:

Last Name\_TS\_Week Ending Date

(Example: Smith\_TS\_1-27-17)

- TDOT PM will send excel template, a signed PDF of timesheet, and any direct cost receipts that were provided to the assigned administrative staff for processing and copy the [TDOT.EnvDiv.Invoice@tn.gov](mailto:TDOT.EnvDiv.Invoice@tn.gov) account.
- Consultant timesheets will be checked for accuracy and speedcharts will be entered into the Excel Spreadsheet by the Business Services Office. Upon completion, the Business Services Office will email the work order letter, signed PDF timesheet, and the excel template to the Consulting Firm's Accounting Point of Contact, and copy the in-house consultant so that an invoice can be created against the approved weekly timesheet.
  - If any issues arise with the timesheet, the Business Services Office will work with the in-house consultant to correct

#### **\*\*\*\*REQUIRED\*\*\*\***

- 1) Use the TDOT Consultant Assistance Template provided.
- 2) Submit only for the current week you are working, If the information and/or dollar amount on the invoice is different from the original timesheet submitted, this will make the invoice "unpayable" and it will be returned for corrections.
- 3) Provide all information requested on the template including any receipts for items being claimed.

## **Invoice Process for Consultant Assistance Payments:**

### **➤ Submittal**

- Once the invoice has been created by the firm, it must be submitted to the TDOT Contracts Section Office for processing via email [TDOT.EnvDiv.Invoice@tn.gov](mailto:TDOT.EnvDiv.Invoice@tn.gov)

### **➤ Subject line of emails must be formatted as follows:**

Consultant Assistance, Consultant Firm, Invoice Number

(Example: CA, Baxter, Inc., H126895)

### **➤ Invoice Attachment must be named as follows:**

Invoice Number\_LastName\_PurchaseOrderNumber

(Example: H126895\_Smith\_CE120012)

### **➤ What does a payable invoice look like:**

- All totals are correct
- All supporting documentation has been provided.
- Approved signed timesheets are included.

### **➤ Process for Non-Payable Invoices:**

- Returned to the Consultant Firm for corrections.
- Once corrected, resubmit the invoice along with a copy of the original invoice showing markups to TDOT Contract Section at [TDOT.EnvDiv.Invoice@tn.gov](mailto:TDOT.EnvDiv.Invoice@tn.gov)

**ALL INVOICES ARE PROCESSED IN THE ORDER THAT THEY ARE RECEIVED.**